



Support Assistant

Band 2 (SCP7-10) 2019/20 £19,544–£20,751

Full Time (37 hours per week)

Permanent Role

Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 300 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of almost £300M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

NEPO employees benefit from:

- ✓ Flexible working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- ✓ Eligibility to join the Local Government Pension Scheme
- ✓ Child Care Vouchers
- ✓ Offices based in the heart of Newcastle's Quayside with great links by public transport and road

The Role

This is an exciting opportunity to join our team as **Support Assistant**.

The requirements of the role include undertaking a broad range of administrative activities, such as supporting Officers with diary management, assisting with event management and delivery, and undertaking administrative elements of procurement projects.

The successful candidate will be required to provide a high standard of administrative support across NEPO, ensuring they work efficiently and effectively to support the organisation. They will be expected to prioritise their own work, use their own initiative and ensure deadlines are met.

The Support Assistant will operate within a procurement environment allowing an opportunity to develop an understanding of public sector procurement and the role of NEPO as a Public Buying Organisation. Procurement represents a fantastic choice for individuals looking for a varied and exciting role with great career prospects.

Important dates

The deadline for applications is **23:00 on Tuesday 30th April 2019**.
Interviews will be held across **Friday 10th May 2019**.

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/>

For an informal discussion about the posts, please contact Stephen Roberts, Procurement Manager via stephen.roberts@nepo.org or 07585 986259.

No recruitment agencies please.

For further information about NEPO and its work, please visit our website at www.nepo.org.